





















Sonia Tip Sheet for Approving Timesheets




Home **Students** Placements Forms My Details Documents Site Details History Calendar Settings Sanderson, Leah  

 Students  Timesheets

Action Timesheets

<input type="checkbox"/>	Student Id	First Name	Last Name	Site	Date	Time	Duration	Duration Unit	Activity	Attendance Status	Comment	PIP	Timesheet Status	
<input type="checkbox"/>	1644547	Marion	Abbott	IMMIGRANT HEALTH CLINIC	4/4/2017	09:00:00 - 17:00:00	7.50	Hours		Attended	had a good day		Submitted >	  
<input type="checkbox"/>	1644547	Marion	Abbott	IMMIGRANT HEALTH CLINIC	10/19/2016	10:00:00 - 20:00:00	8.00	Hours	Counseling	Present			Submitted >	  
<input type="checkbox"/>	1176294	Nancy	Drew	ADVOCATES FOR SURVIVORS OF TRAUMA	8/19/2016	03:00:00 - 08:00:00	4.00	Hours		Attended			Submitted >	  
<input type="checkbox"/>	1176294	Nancy	Drew	ADVOCATES FOR SURVIVORS OF TRAUMA	5/4/2016	00:00:00 - 08:00:00	8.00	Hours		Attended			Submitted >	  

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 Approve  Unapprove  Resubmit

Select the “Students” tab. You can bulk, or individually, approve timesheets by clicking the blue timesheets button at the top right of this page.

- To approve in bulk, select the timesheet entries by clicking the box on the left, and respond with the appropriate status at the bottom right.
- To approve individually, select the appropriate status one at a time at the end of the row.